

Collecting and Reporting Data

2007–08 Physical Fitness Test

Suggestions for School Districts

The following suggestions for collecting student test results have been used by school districts in past years. School districts may have other procedures they wish to use. In this table, the current state PFT contractor refers to Educational Data Systems (EDS).

Suggested Options	Collecting and Reporting Process				
	Step 1	Step 2	Step 3	Step 4	Step 5
I Hand Data Entry	School district develops data collection form. (State provides sample forms.)	Teachers record PFT scores by hand.	School district transfers data to electronic format and compiles results.	School district provides results back to schools and teachers.	School district sends data to state PFT contractor.*
II Data-Entry Web Site	School district uses state-developed sample data collection form.	Teachers record PFT scores by hand.	Teachers or school district personnel enter data onto Web site designed for online PFT data entry. Data goes directly to state PFT contractor.	School district provides results back to schools and teachers.	N/A
III Scannable Forms	School district develops scannable forms.	Teachers record PFT on scannable forms.	School district compiles data electronically.	School district provides results back to schools and teachers.	School district sends data to state PFT contractor.*
IV <i>FITNESSGRAM</i>[®] Software*	School district uses <i>FITNESSGRAM</i> [®] software.	Teachers record PFT scores using <i>FITNESSGRAM</i> [®] software.	School district exports data from <i>FITNESSGRAM</i> [®] software into state format.**	School district and/or teacher uses software to create student and parent results.	School district sends data to state PFT contractor.*
V Outside Vendor Contract	School district contracts with one of many fee-for-service vendors.	Teachers record PFT scores by hand or on scannable forms, depending upon agreement with contracted vendor.	Contracted vendor compiles data electronically.	Depending upon agreement, vendor provides school district and schools with results.	Vendor sends data to state PFT contractor, or vendor sends data back to school district and school district sends data to state PFT contractor.*

* See “Appendix C – Electronic Reporting Options/Directions for 2007–08 Physical Fitness Test”

** To use this option, the data from *FITNESSGRAM*[®] 6.0 must be exported using the custom format option. The file should be saved as Excel 5.0. From *FITNESSGRAM*[®] 8.0 use the “Export to FG6” option and save as a CSV file.